



by Mr Ron Stuewe

**CALL FOR RESUMES.** DoD agencies will use Resumix, a commercial off the shelf (COTS) software program that uses expert system technology to identify people eligible for referrals. In the future, Air Force personnel of all grades and all career programs must have a resume on file to be eligible for referral certificates. Many career program registrants received a letter from the Air Force Personnel Center (AFPC) asking them to submit resumes to their primary career program. AFPC will use the resumes to provide additional search criteria to the grammar base used by Resumix.

Many private industries currently use Resumix; however, some duties in the Federal government may not be adequately described in the grammar base used for these agencies. However, we need to ensure the grammar base includes the terms and descriptions of duties in the financial management area. That is the primary reason the AFPC needs to have an adequate supply of resumes prepared by Federal civilian employees.

After conversion to the new referral process, the USAF will use resumes to fill all positions. When a request for fill action is received, the vacant position will be announced on the world wide web (WWW) for a short period of time. People without WWW access will be able to find vacancy announcements via an 800 telephone number. If interested, candidates will have to nominate themselves by responding electronically or by telephone for specific vacancies.

While the position announcement is posted, the staffing specialist will identify the requisite skills, knowledges, and abilities needed for the position. This action will involve identifying key words and context that the Resumix system will search for during processing. After the announcement is closed, Resumix will scan the resumes of individuals responding to the announcement. Current plans call for use of FMCP TPS when the list of candidates is too large.

**TOTAL PERSON SCORE.** FMCP registrants can check their Total Person Score (TPS) to include their managerial competency (behavior inventory) information. To access the information, registrants must enter their social security number and a personal identification number (PIN). The initial PIN is their date of birth in YYMMDD format. The system will then allow the registrant to change their individual PIN.

TPS categories are Awards, Education and Training, Behavior Inventory, Performance Appraisal Score and

# Financial Management Career Program

**Rating.** The behavior inventory (BI) score is NOT used on certificates on positions covered by Council 214 at this time. The TPS consists of a maximum of 200 points (125 points for positions covered by AFGE Council 214).

The FMCP does not have information on BI scores for GS-15 personnel. The FMCP scanned the BI response sheets; however, the FM algorithm was not used to develop the final score. AF/DPS will use the BI responses and apply a special algorithm for GS-15 personnel.

**TUITION ASSISTANCE FUNDS.** The FMCP utilizes available training funds to assist registrants in pursuing college courses that are MISSION RELATED. In addition to tuition assistance, the training funds are used for PALACE Acquire training and for short-term on-sight training. FY98 funding was severely reduced from previous years requiring corresponding reductions in training activities including tuition assistance.

Requests for tuition assistance for college courses that were not obviously mission related were returned. As this article is being written, the amount of non-acquisition funds allocated for tuition assistance has been used. Acquisition funds will also reach this point in the near future. Unless additional funding is received, requests for tuition assistance will be returned shortly before the class is scheduled to begin.

Registrants who received an approved DD Form 1556 for tuition assistance but do not complete registration, should contact the FMCP immediately so we can use the funds for other tuition requests. This will allow maximum use of the limited funds for tuition assistance.

In accordance with standard career program requirements, people receiving tuition assistance must repay the cost when they do not complete a funded course, receive less than a "C" for an undergraduate course, or less than a "B" for a graduate level course.

**PALACE ACQUIRE (PAQ) TRAINING.** The FMCP receives many calls from PAQs and their supervisors concerned about a PAQ working in areas where they will not receive skill codes for their experience. An example would be a Budget Analyst working on cost projects or in the accounting office. Short term assignments outside of a PAQs primary duty are not intended to make them qualified experts in that occupational series. However, they provide valuable experience and insight on the interrelationships of the various financial management disciplines. These experiences should enable the PAQ to better perform their primary duties as part of an integrated financial management team and are highly encouraged.